



TOWN OF TYNGSBOROUGH

Office of the Selectmen

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Selectmen's Meeting Minutes

Monday February 26, 2007

6:00 P.M.

Town Offices

Members present: Selectman Jay Booth, Selectman Kevin O'Connor, Selectwoman Jacqueline Schnackertz, Selectman Rich Lemoine and Selectwoman Karyn Puleo.

Staff present: Town Administrator Rosemary Cashman and Admin Assistant Therese Gay.

The Board was introduced and the agenda read.

The Finance Committee was present: Al Plante, Colleen Gabirel, and Ken Times. The Committee introduced themselves and called their meeting to order.

1. 6:00 P.M. Budget Review – See Schedule

Assessors: Assessor, Phil O'Brien and Assistant Assessor Jeanne Kidder were present to discuss their budget. The Assessors request that the hours, stipend and SL/Vac coverage be reinstated. The Assessors are working on utilizing their storage room into an office for the Admin Assistant for privacy when working with the public. This year they will need to address the property appraisal that has to be done; it is required that every 9 years a full measure and list of the town be taken. The total cost is estimated at \$210,000. The amount has been broken down into three years. A bidding process will be followed. If this appraisal is not done, the town's tax rate will not be certified.

COA: The COA representatives were Barbara Reynolds, Director, and Roger Downing, Chairman, and they presented their budget. They requested the hours be reinstated, add a new position, Elder Client Program Coordinator, (this position will be needed when the new center opens), increases for software program updates, mileage rate increase, and utilities are up 15%. The Director did a slide presentation to show the viewers at home the number of services the center oversees.

Police: Acting chief was in attendance to present his budget. He is asking for two additional officers, and to add 4 hrs to the Administrative position. There were discussions on the expense account, maintenance and clothing allowance. The chief is asking for an additional dispatcher for the communication center and would like to place modems in the cruisers. He is adding additional hours for the custodian and additional monies for utilities as the rates have increased. He would also like to add one new admin car for the new chief; if the new car is leased as an admin car, the warranty is for 6 years.

Highway: The Highway Administrator presented his budget. The only difference is in salaries, as he would like the hours restored. The other increase is for utilities rate increase. The fuel use is covered by the department that uses it.

Planning: Planning Board's vice-chair presented his budget, and the only changes are the restored hours and stipends. The professional services line is not a fixed cost because it changes from year to year.

Capital Asset Management Committee: The Capital Asset Management Committee discussed the capital improvement needs and has prioritized the requests. Some of the priorities are the fire department turnout gear in 2008, the Fire Department's breathing apparatus will be done in 3 segments beginning in 2008, and the replacement of the roof phase II at the Early Childhood Center.

Sewer Commission: The Sewer Commissioner presented the budget. The municipal agreement with the Town of Dracut has been under funded and there is an increase in the utility rates. The Board thanked everyone for attending and discussing their budgets.

2. Other Business (if necessary)

A. Snow and Ice Deficit Letter

The Board received a letter from the Highway Administrator on the winter season expenditures and that with the impending snowstorm will need to transfer funds into the Snow Account.

A motion was made by Selectman O'Connor to authorize the Town Accountant to issue warrants and the Town Treasurer to pay such warrants in excess of funds for snow and ice removal such warrant not to exceed \$75,000.00, in accordance with Chapter 44, section 31D of the Mass General Laws, second by Selectwoman Schnackertz. The Board voted unanimously to authorize the expenditure.

B. Approve Minutes – Executive Session of February 5, 2007

A motion was made by Selectman Booth to approve the Executive Session of February 5, 2007, second by Selectwoman Schnackertz. The Board voted 4 in favor, 1 absent to approve the Executive Session Minutes.

3. Citizen's Time

No one came forward this evening.

4. Correspondence

A motion was made by Selectwoman Schnackertz to accept the 43 pieces of correspondence, second by Selectman Booth. The Board voted unanimously to accept the correspondence.

5. Selectmen's Notes

Selectwoman Schnackertz attended the regional recycling forum and spoke positively at what is being achieved. The Board supports its continued efforts. Selectman Lemoine thanked all of the departments and the Finance Committee for attending budget meetings.

6. Town Administrator's Notes

The Town Administrator is working on the following: the operating budget, the capital project, the debt service, and the CPA funds. She has submitted a draft of the warrant articles to Town Counsel, is reviewing Open Space and the Recreation Plan for bid purposes, and has submitted a draft of the annual town report for the Boards review.

7. Executive Session (If Necessary)

A motion was made by Selectwoman Schnackertz to enter into an Executive Session to discuss personnel and to exit the executive session to enter into a Work Session and to adjourn at the end of the work session.

Roll Call Vote: Selectman Jay Booth, yes; Selectman Kevin O'Connor, yes; Selectwoman Jacqueline Schnackertz, yes; Selectman Rich Lemoine, yes; and Selectwoman Karyn Puleo, yes.

Respectfully submitted

Therese Gay
Admin Assistant

Minutes approved on: _____